Guide to set your SpamFilter Preferences

1   How to login

1.   Click the link **Activate your SpamFilter** on the ITC web page.

2.   Use your **Network user name** and **password** to login, example:

2   How to set your Filter Preferences for Incoming E-mail

Here you can set your preferences for filtering Spam, i.e. unsolicited e-mail. In doing this you will greatly reduce your e-mail cost as well as open up the university's e-mail network.

1.   Click the **Filter Preferences** option to set your personal preferences for incoming e-mail. It is quite simple - there are only three adjustments to do.

NB: Users who are using "aliases" in GroupWise will see more than one address depending on the number of aliases being used by you. You need to set your preferences for each one of them individually.

2. Enable Spam Filter / Disable SpamFilter

Choose **Enable** to activate the SpamFilter and route all your incoming e-mail through the filter, and take actions based on the preferences you select below.

3. Threshold Score

This value determines the point at which you want the scanning engine to take action on the message, and either tag it as being possible spam, or reject it, depending on the "Action to take" you choose. Messages below this score will be passed through untouched.

A Threshold Score between 5 and 8 is best practice for most people.

***Note: If the Threshold Score is too low (4 or less), some of your normal e-mail could be classified as spam and be lost!**

4. Action to take

Tag: Messages with a score exceeding your Threshold Score will only be tagged as possible spam, and still be delivered to your mailbox. Example of a tagged message

Reject: Messages with a score exceeding your Threshold Score will be rejected by the mail hub, and a "Delivery Failed" error code will be returned to the originating mail server.
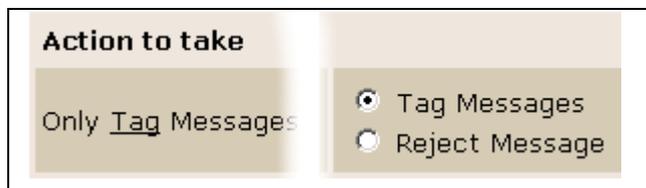
***If you have chosen "Reject Message" those messages are unrecoverable.** You will have to change you preferences and ask the sender to resend the message

5. Click the **Apply** button at the bottom of the page